



DRESS FOR SUCCESS[®]
CENTRAL ALBERTA

REQUEST FOR PROPOSAL

Inventory Closet

CONSTRUCTION PROJECT

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REQUEST FOR PROPOSAL

Construction Project – Inventory Closet

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BACKGROUND INFO

Dress for Success Central Alberta

Dress for Success Central Alberta offers long lasting solutions that enable women to break the cycle of poverty and create economic independence. We empower women into the workforce by providing them with professional attire, career services and skills development programs. We strive for a world where women do not live in poverty and all women are financially independent, are treated with dignity and respect and are directly impacting their lives and those of their families. We aspire to a world that fully harnesses the power of women and recognizes their role in economic sustainability

Dress for Success Central Alberta is a unique program that offers clients support throughout their full journey to personal success: from landing that first good job, to stepping into financial independence and all the way to achieving their own definition of leadership and success.

These services include; Leadership Programs - empowering clients with continuing personal and professional development, Dressing Services - supporting clients with professional attire through interview suitings, employment suitings and special suitings and Career Programs, help with pre-employment, professional development, job retention and career advancement.

Mission

Dress for Success Central Alberta is an inclusive community empowering women into the workforce by providing them with professional attire, career services and skill development programs

Vision

Our vision is to empower women along their journey to personal success. We strive for a world where women do not live in poverty and all women are financially independent, are treated with dignity and respect and are directly impacting their lives and those of their families. We aspire to a world that fully harnesses the power of women and recognizes their role in economic sustainability

Inventory Closet

Our flagship program, Dressing Services, serves a wide demographic of women both in age, style and professions with different job requirements. With the support of our stylists, each client is dressed in professional attire for a job interview, work, or special suitings (work experience, practicums, court appearances etc). Our suiting program is made possible through the generous donations from our community of new and gently used clothing and accessories.

There is a great need to improve the capacity and efficiency of how we manage clothing donations. It is important to us that we utilize every piece of clothing that is donated. Suitable clothing is kept for our collection, and remaining clothing is used for our twice per year community clothing sales or we provided to other local charities.

The number of women we serve has greatly increased and inventory dispersed in the last two years has tripled. The system and infrastructure we have in place is not designed to handle the quantity of clothing donations we receive or the quantity of clothing we require to serve our styling appointment requirements.

We need to reconfigure our inventory room to maximize its potential, better manage seasonal and sale clothing, increase our ability to keep a wider selection of clothing to suit our clients diverse needs, and functional storage for our shoes. Improving our inventory management system will allow us to serve our clients better. This will also grow our capacity to serve the needs of partner agency that refer clients to us.

PROJECT PICTURES

Inventory Closet – Client Clothes and Shoes



CURRENT USE: Our inventory closet is currently used to house all of our clothing and shoes available for our client suitings. Under the racks, additional bins are storage are tucked away, and in the back corner is overflow storage for undergarments and purses and bags.

Inventory Closet – Donation Sorting & Storage Area



CURRENT USE: Within our inventory closet is a section that we use for sorting and storing all of our donations. Clothing donations collect in this area, and then are sorted by volunteers into our inventory closet, sales bins (right side of pic), seasonal clothes (left), items for our seacan (near exit) and green bin items.



Overflow Storage Area – Previously Shower Space





CURRENT USE: Items in the shower area are either seasonal clothing storage or storage for community donations.

Overflow Storage Area – Previously Bathroom Stalls





CURRENT USE: Small washroom area is used to store clothing for the yearly VIP clothing sale. Large washroom stores extra hair and body supplies as well as office stationery.

Sea Can - Overflow Seasonal Storage Area



CURRENT USE: Additional storage for seasonal items and sales clothes, including some office items.

PROJECT SCOPE & TIMELINE

Responsibilities

Dress for Success Central Alberta will oversee selecting the vendor, sourcing funding partners, and supplying volunteers as needed.

The successful vendor will complete the project on time and within budget.

Timelines

Dress for Success Central Alberta will work with the successful vendor to determine exact timelines. Summer months have been identified as the ideal time as there are typically fewer suitings and we can be more flexible with our appointments. A two-week window of time in the month of July or August would cause the least disruption for our operations and our clients.

Thursday, May 15 th	Request for Proposal sent out
Friday, May 16 th to Thursday, June 5 th	Dress for Success Central Alberta is available for questions and viewing appointments
Friday, June 6th	Application close
Monday, June 9 th to Friday, June 27 th	Dress for Success to review and send any follow-up questions
Monday, June 30 th	Successful applicant notified
2 Weeks in July or August	Construction project completed

ANTICIPATED OUTCOMES

Functional Needs

We utilize every piece of clothing that is donated to us. If it is not kept for our collection, we keep it for our twice per year community clothing sales or we provide clothing to other local charities including the Central Alberta Women's Shelter, Safe Harbour, Salvation Army and the John Howard Society. While making the absolute best use of what is donated to us is very important to us, it does mean we need space to hold these items until they are picked up. An improved inventory management system will help with this.

Improving our inventory management system will allow us to serve our styling clients better and therefore, help more local women feel confident and empowered, and be better suited to take charge of their financial independence.

Solutions will have a detail-oriented process and flow as well as functional storage shelves. There is a preference to utilize or repurpose current racking and shelving whenever possible. Solutions must be accessible to the average person; storage solutions that require regular use of strength, or ladders to access, are not ideal.

Goals and Objectives

Inventory Closet Area (First Priority)

The project will include reconfiguring the inventory room to accommodate significantly more racking to ensure we have the size, selection, and style of clothing easily accessible to our volunteers when they do suiting appointments.

We need to have storage and display solutions in place to make sure our volunteers can easily access what they need to best serve our clients.

Inventory Donation Sorting & Storage Area (First Priority)

Consideration must be given to the journey of the clothes, from the point of coming into the office, being sorted, then its final usage. A more functional space for receiving and sorting donations is a must. Donations of varying quantities come in daily, staff and volunteers need a "drop" zone for donations, a function area for sorting and an increased storage solution. Convertible use of space is a consideration, fold down tables that can be stored when not in use.

Mirrored wall can be removed for better ability to utilize the space. Appropriate space is also needed for green bag stage and garbage bins.

Shower Storage (Fourth Priority)

We need to keep a wide selection of styles and functional shoes; our current storage solution for shoes is not functioning properly. Our shower storage area will be converted to shoe storage to help maximize the usable space in the inventory room.

Bathroom Storage (Third Priority)

Functionality of this space will not change, however better shelving options to maximize the use of the space is needed to allow for current storage and more items.

Sea Can (Second Priority)

We purchased external storage (sea can) in the summer of 2023, and built shelving as a quick solution. Our use of this space has evolved, and we need to improve the shelving and inventory management system within the sea can. This is where we currently keep off-season clothing and clothing we are keeping for our next sale. It would benefit from improved shelving and additional storage bins.

Additional Supporting Factors

Outside the box solutions are also encouraged, rolling carts, folding tables, any ideas are welcomed to make the space function best.

Lightening in the inventory room has been a complaint of volunteers as well, if this is a factor that could be considered when addressing solutions in the space.

BUDGET

Budget

Dress for Success Central Alberta is a nonprofit organization. This project is made possible through the funds provided by 100 Women Who Care Red Deer. The budget for this project is \$10,000 and can not exceed \$15,000.

Deliverables are listed above in priority to allow for budgets to be created accordingly.

EVALUATION CRITERIA

Scoring process

Consideration	Weighted
Budget	50%
Alignment of company values	15%
Functional & wholistic oriented solutions	15%
Timelines	10%
Gift in Kind Contribution	10%

Contract Type & Proposal Disclaimer

The successful vendor will be engaged under a fixed-price contract, which will clearly define the scope of work, deliverables, timelines, and payment terms. Submission of a response to this Request for Proposal (RFP) does not constitute a commitment by Dress for Success Central Alberta to enter into a contract, nor does it obligate Dress for Success to accept any proposal or award any work. Dress for Success reserves the right to amend, postpone, or cancel the RFP process at its sole discretion without liability.

CONTACT INFORMATION

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